

Hiring Management

Main

Announcements

Search Applicants

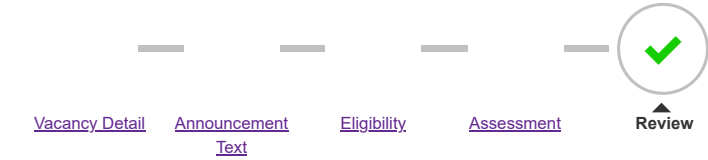
Search Certificates

21FASC346TRMP, Program Analyst

Organization: General Services Administration
Department: (QP) Office of Enterprise Strategy Management
Series: 0343CQ PROGRAM ANALYST
Grades: 14
Open Period: 07/14/2021 to 07/28/2021

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Vacancy Review

Review Status: Approved
Requested Date: 07/13/2021 10:49 AM
Assignee: Stephanie Shutt
Viewed Date: 07/14/2021 8:09 AM
Submitted Date: 07/14/2021 8:34 AM
Feedback:

Vacancy Details

[Edit](#)

Locations

Code	Address	Zip Code	Advertise	Apply	# of Positions
110000001 (District of Columbia, DC, US)			✓	✓	few

Total Openings:
Telework Eligible: Yes
Relocation Expenses Reimbursed: No

Job Seekers Must Rank Location Preferences: No
Location Radius: miles

Location Limit: All

Pay

Pay Plan: GS
Pay Frequency: Per Year
Grade 14 Salary: 122530.00 to 159286.00

Supervisory Position: No
Management Level:
Promotion Potential: Grade 14

Vacancy Options

Announcement Type: MERIT PROMOTION
Required Eligibility: Internal (Visible on USAJOBS)
Security Clearance Required: Not Required
Position Sensitivity & Risk: Moderate Risk (MR)
Type of Adjudication: Credentialing, Suitability/Fitness
Standing Register Inventory: No
Applicants cannot appear on multiple open certificates: No
Open Period: 07/14/2021 12:00 AM to 07/28/2021 12:00 AM
Application Limit:
Staging Area Generation Dates: 07/28/2021 12:00 AM - Create New Staging Area ⓘ

Tracking

Additional Vacancy Reference ID: 00CX835
PAR #: 2279
Requesting Official: Stephanie Shutt
Date Received in HR: 07/06/2021 5:06 PM
Validate Need Date: 07/12/2021 12:00 AM
Review Position Description Date: 07/12/2021 12:00 AM
Approved to Recruit Date: 07/12/2021 12:00 AM

Notifications

HR Manager: Rizzolo, Terri (TRIZZOLO) - Notify 3 days prior
Selecting Official: Rizzolo, Terri (TRIZZOLO) - Notify 3 days prior
BQ Designator: Rizzolo, Terri (TRIZZOLO) - Notify 3 days prior
Vacancy Creator: Rizzolo, Terri (TRIZZOLO) - Notify 3 days prior
Incomplete Applications: Notify 3 days prior
Display Public Status for this vacancy: Yes

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Additional Vacancy Data

HR Spec Assigned Region: NA
HR Spec Assigned Branch: FAS C
Concurrent Vacancy Anncmt: NA
Vacancy Office Symbol: QP

Announcement

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Overview

Work Schedule: Full-time
Work Schedule Details:
Appointment Type: E - Permanent
Appointment Type Details:
Exclusive Posting: No
Service Type: Competitive
Drug Test Required: No
Acceptable Resume Types: Accept USAJOBS resume builder OR USAJOBS uploaded resume types
Hiring Agency: GSA, Federal Acquisition Service
Subagency: There are no Sub-Agency values for the Hiring Agency selected.
Mission Critical Occupation Tags:
Other Info:
USAJOBS Control Number: Not posted to USAJOBS

Duties

Summary:
As a Program Analyst, you will provide expert analysis on a variety of subject matter for initiating and leading projects involving the evaluation of agency programs and operations.

Location of Positions: Office of Enterprise Strategy Management, Federal Acquisition Service

We are currently filling one vacancy, but additional vacancies may be filled as needed.

Additional vacancies may be filled through this announcement in this or other GSA organizations within the same commuting area.

Duties:
Duties include but are not limited to:
* Planning and executing major agency professional, technical, administrative, fiscal and other specialized programs.
* Serving as a center of expertise for the program by providing key input to policy development and implementation at the agency headquarters level.
* Providing leadership, expert assistance and authoritative advice on interpretation of governing policy in the designated program area.
* Researching the most sensitive, complex or otherwise controversial issues, utilizing all resources available.
* Developing long range plans and recommendations as to the best methods to utilize to meet organizational goals, objectives and to adapt to changing needs based on knowledge of known and projected program requirements.

Travel Required: Occasional Travel
Description: Occasional travel to conferences, meetings and training.

Selected Hiring Paths:

- Internal to an agency (searchable on USAJOBS)
- Career transition (CTAP, ICTAP, RPL)

Clarification from the Agency:
Your application will be considered if you are a: • GSA Federal Acquisition Service employee • GSA surplus or displaced employees in the local commuting area who qualify for the Career Transition Assistance Program (CTAP) You must be serving on a career or career-conditional appointment, or under a noncompetitive Special Appointing Authority which provides for conversion to a permanent position in the Competitive Service.

This job is also open in another announcement:

Requirements

Requirements:
If selected, you must meet the following conditions:

- Receive authorization from OPM on any job offer you receive, if you are or were (within the last 5 years) a **political** Schedule A, Schedule C or Non-Career SES employee in the Executive Branch.
- Serve a one year probationary period, if required.
- Undergo and pass a background investigation (Tier 2 investigation level).
- Have your identity and work status eligibility verified if you are not a GSA employee. We will use the Department of Homeland Security's e-Verify system for this. Any discrepancies must be resolved as a condition of continued employment.
- The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries or commercial vehicles.
- No special physical demands are required.

Key Requirements:

- US Citizenship or National (Residents of American Samoa and Swains Island)
- Meet all eligibility criteria within 30 days of the closing date
- Meet time-in-grade within 30 days of the closing date, if applicable
- Register with the Selective Service if you are a male born after 12/31/1959

Qualifications:
For each job on your resume, provide:

- the exact dates you held each job (from month/year to month/year)
- number of hours per week you worked (if part time).

If you have volunteered your service through a National Service program (e.g., Peace Corps, Americorps), we encourage you to apply and include this experience on your resume.

For a brief video on creating a Federal resume, click [here](#).

The **GS-14** salary range starts at **\$122,530.00** per year.

If you are a new federal employee, your starting salary will likely be set at the Step 1 of the grade for which you are selected.

To qualify, you must have at least one year of specialized experience equivalent to the **GS-13** level or higher in the Federal service. **Specialized experience is** experience directly related to the application of analytical evaluative methods and techniques for reviewing assigned programs. Applicant must have experience in acquisition business process improvements concerning the efficiency, effectiveness and improvement of business operations.

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Education Requirements:

There is no educational requirement for this position.

Display Default Education Requirement Text: No

Other Information:

Bargaining Unit Status

Bargaining Unit status: Not bargaining

Relocation Not Paid

Relocation-related expenses are not approved and will be your responsibility.

Management Rights

Additional vacancies may be filled from this announcement as needed; through other means; or not at all.

Telework

This position is not full time telework eligible.

How You will be Evaluated:

You will be scored on the questions you answer during the application process, which will measure your possession of the following competencies or knowledge, skills, and abilities. Your responses to these questions must be supported by your resume or your score may be lowered.

- * Expert knowledge of policy development to provide sound and authoritative technical guidance on all issues related to the assigned program.
- * Knowledge of a program analysis to apply experimental theories and new developments to problems not susceptible to treatment by accepted methods.
- * Skill in applying a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness.
- * Skill in oral and written communications to present sensitive recommendations to higher authority to articulate positions/policy of vast technical complexity.

Additional assessments may be used, and, if so, you will be provided with further instructions.

If you are eligible under GSA's Career Transition Assistance Plan ([CTAP](#)), you must receive a score of 85 or higher to receive priority.

Documents

Required Documents:

ALL required documents must be submitted before the closing date. Review the following list to determine what you need to submit.

GSA OIG Employees: Submit latest SF 50 (other than award SF 50)

If you are [CTAP](#) eligible - submit a, b, and c: (a) proof of eligibility including agency notice; (b) SF-50, and (c) most recent performance appraisal.

Current or Former Political Appointees: Submit SF-50.

Documents for Auto-Request:

Benefits

Display Default Benefits Text: Yes

Benefits URL:

Agency Benefits:

You will have access to many [benefits](#) including:

- Health insurance (choose from a wide range of plans)
- Life insurance coverage with several options
- Sick leave and vacation time, including 10 paid holidays per year
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules
- Transit and child care subsidies
- Flexible spending accounts
- Long-term care insurance
- Training and development

How to Apply

How to Apply:

Submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the announcement. You can modify or complete your application any time before the deadline. Simply return to USAJOBS, select the vacancy, and update your application. For more detailed instructions on how to apply, click here: [Apply for a GSA Job](#).

To begin, click the **Apply Online** button on the vacancy announcement.

- Sign in or register on USAJobs and select a resume and documents to include in your application.
- Once you have clicked **Apply for this position now**, you will be taken to the GSA site to complete the application process.
- Click the **Apply To This Vacancy** and complete all steps in the application process until the Confirmation indicates your application is complete. **If you click Return to USAJobs or get timed out prior to receiving confirmation, your application will not be submitted and cannot be considered for this job.**
- **Note:** Review the *REQUIRED DOCUMENTS* section of this announcement to determine which apply to you and must be submitted online. You may choose one or more of the following options to submit your document(s): **Upload** (from your computer); **USAJOBS** (click the "USAJOBS" link to complete the transfer process) or **FAX** (read the "Fax instructions" provided prior to printing the Fax Cover Sheet and faxing your information).

Need Assistance in Applying? Contact the HR representative listed on the announcement prior to the application deadline. We are available to assist you Monday-Friday during normal business hours. You must receive HR approval before deviating from these instructions. **Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.**

Next Steps:

After the closing date/deadline:

1. **ELIGIBILITY/QUALIFICATIONS:** Your application will be reviewed for all requirements.
2. **REFERRAL TO MANAGEMENT:** If you meet all the requirements, you may be referred to management for review and a possible interview.
3. **SELECTION/TENTATIVE JOB OFFER:** If you are selected, you will receive a tentative offer and start the suitability and/or security background investigation process.
4. **FINAL JOB OFFER:**Once our security office determines you can come on board, you will be given a final offer, which is typically 40 days after the announcement closes.
5. **FINAL COMMUNICATION:** Once the position is filled, we will notify you of your status. You may also check your application status by logging into USAJOBS and clicking "Track this Application" on the Applicant Dashboard.

Thank you for your interest in working for U.S. General Services Administration!

Marketing

URL:
http://www.gsa.gov/portal/category/26570

Video Links

URL1:

URL2:

Agency Contact Information

Organization Contact Name: Theresa Nickle
Organization Contact Phone: 000-000-0000
Vacancy Contact Name: Terri Rizzolo
Vacancy Contact Email: terri.rizzolo@gsa.gov
Vacancy Contact Phone: 816-926-8395
Vacancy Contact Fax: 000-000-0000
Contact URL:

TDD Phone: 800-735-2966

Country: United States
Address 1: General Services Administration
Address 2: Human Resources Division (CPS)
Address 3: 2300 Main Street, 2NW
City/Town: Kansas City
State/Province/Territory: Missouri
Zip/Postal/Pin Code: 64108

Eligibility Questions

 [Edit](#)

Personal Questions

[Expand All](#) | [Collapse All](#)

Question	Type
<div><div>* 1</div><div>Are you a United States citizen?</div><div>YN</div></div>	<div><</div>

Eligibility

Eligibility Set: Universal Eligibility Set

[Expand All](#) | [Collapse All](#)

Question	Type
<div><div>* 1</div><div>Are you a vet who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?</div><div>YN</div></div>	<div><</div>
<div>(Note: If you answered yes OR if you are claiming Veterans Preference you MUST submit a copy of a DD214, Certificate of Release or Discharge from Active Duty showing the type of discharge. Additionally, persons claiming 10 point preference will need to submit a SF-15 with the appropriate documentation. This documentation needs to be provided when you apply for a vacancy.)</div> <div>NA</div>	
<div><div>* 2</div><div>Are you a current Federal employee?</div><div>YN</div></div>	<div><</div>
<div><div>* 3</div><div>Are you a current Federal employee serving under a Veterans Readjustment Authority (VRA) appointment?</div><div>YN</div></div>	<div><</div>
<div>(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing personnel specialist.)</div> <div>NA</div>	
<div><div>* 4</div><div>If you are a current Federal employee, by what agency and organization are you employed?</div><div>MC</div></div>	<div><</div>
<div><div>5</div><div>If you selected "Other", please enter the agency and organization.</div><div>SA</div></div>	
<div><div>6</div><div>If you are a current Federal employee, what is your duty station? [City,State] (Enter N/A if not Applicable)</div><div>SA</div></div>	
<div><div>* 7</div><div>If you are a Federal employee, under what type of appointment are you currently serving?</div><div>MC</div></div>	<div><</div>
<div>(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing Personnel Specialist.)</div> <div>NA</div>	

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*23
Have you accepted a buyout from a Federal agency within the past 5 years?
MC



*24
Are you eligible for noncompetitive appointment under a Special Hiring Authority?
YN



*25
Displaced employee information:
MC



(Note: If you are eligible for one of these plans, you will be asked to supply a copy of RIF separation notice, proposed removal for declining a directed reassignment outside of the local commuting area, or other official notification granting eligibility when you apply for a vacancy.)
NA

Assessments

[Edit](#)

Question Associations: Use Grade Specific Questions (Basic Quals Per Grade)

Score Transmutation: Off

Well Qualified Score: 85.0

Assessment Phases

	Assessment Phases	Evaluation Type	Percentage From Total	Minimum Eligible Score	Hurdle Score	Maximum Score
1	REQUIRED VACANCY QUESTIONS Scoring Option: General Schedule	Scored	100.0	70.0	NA	100.0
2	Additional Question Assessment	Scored	0.0	0.0	NA	0.0
			Total: 100%			

Additional Manual Assessment(s): No

Required Vacancy Questions

All Grades (9)

Grade 14 (11)

Expand All | Collapse All

Question	Type
<div><div>* [78332] Specialized experience is experience directly related to the application of analytical and evaluative methods and techniques for reviewing assigned programs. Applicant must have experience in acquisition business process improvements concerning the efficiency, effectiveness and improvement of business operations. NA</div></div>	
<div><div>*1 [78333] I have one year of specialized experience equivalent to the GS-13 level in the Federal Service as defined above. TF</div><div><div>(0.0) 1. True</div><div>(0.0) 2. False</div></div></div>	<div><div></div><div></div><div>Screenout</div></div>
<div><div>*2 [87020] Which of the following best describes your experience on an integrated project management team? MC</div><div><div>(0.0) 1. I have experience serving as a team member, contributing to the team's activities and efforts in carrying out a work project.</div><div>(7.5) 2. I have assisted in the management of projects by performing key tasks such as developing project plans, scheduling milestones, developing requirements, estimating costs and budgets, and monitoring and drafting progress reports.</div><div>(15.0) 3. I have been a project manager with responsibility to formulate, execute, and complete projects. I have led and directed project team members, obtained necessary project approvals and authorizations, and reported progress and results attained upon completion.</div><div>(0.0) 4. None of the above.</div></div></div>	<div></div>
<div><div>*3 [121071] Please select the response that best reflects your experience being the Program Manager. MC</div><div><div>(10.0) 1. I have managed relationships between senior leadership and the customer explaining business requirements, preparing and presenting program management reviews, providing clear expectations on performance metrics, budget and timeline requirements for a program.</div><div>(15.0) 2. I have acted in a consultative role as a liaison between senior leadership and the customer explaining business requirements, providing clear expectations on performance metrics, budget and timeline requirements for a program.</div><div>(5.0) 3. I have experience presenting program metrics to senior leadership. I perform this task with technical guidance and assistance from a senior specialist or supervisor.</div><div>(0.0) 4. I do not have this experience.</div></div></div>	<div></div>

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*10

[108133] Choose the statement that best describes your experience with change management:

MC



(10.0) 1. I have supported a change management effort directly affecting employees within a single discipline, to include soliciting and gaining employee buy in; changing business processes or practices; training staff on the change; coordinating with stakeholders, and addressing employee concerns and roadblocks.

(20.0) 2. I have supported a change management effort directly affecting employees across multiple disciplines, to include soliciting and gaining employee buy in; changing business processes or practices; training staff on the change; coordinating with stakeholders, and addressing employee concerns and roadblocks.

(30.0) 3. I have led a change management effort affecting employees across single disciplines, to include soliciting and gaining employee buy in; changing business processes or practices; training staff on the change; and addressing employee concerns and roadblocks.

(40.0) 4. I have led a change management effort affecting employees across multiple disciplines, to include soliciting and gaining employee buy in; changing business processes or practices; training staff on the change; and addressing employee concerns and roadblocks.

(0.0) 5. None of the above

Additional Question Assessment

Panel Scoring: Standard (single phase score)

All Grades (5).

Grade 14 (0)

[Expand All](#) | [Collapse All](#)

Question	Type
<p>[111959] PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions.</p> <ol style="list-style-type: none"> 1. Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume. 2. For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page. 3. After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy. 4. Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page. 5. If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application. <p>NA</p>	
<p>[106086] In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.</p> <p>NA</p>	
<p>[78332] Specialized experience is experience directly related to the application of analytical and evaluative methods and techniques for reviewing assigned programs. Applicant must have experience in acquisition business process improvements concerning the efficiency, effectiveness and improvement of business operations.</p> <p>NA</p>	
<p>* 1</p> <p>[121806] Describe your experience that meets the definition of specialized experience above. Be specific about your role and responsibilities. Your response will be limited to 2,000 characters which is approximately one-half typewritten page in length.</p> <p>LA</p>	
<p>* 2</p> <p>[110466] Describe in detail your experience managing a large project. Address the process used, challenges faced, solution developed and outcomes achieved. Your response will be limited to 2,000 characters, which is approximately one-half typewritten page in length.</p> <p>LA</p>	

Application Review

Application Review: None

Approvals

Vacancy is approved and currently open for applications

Vacancies may be unapproved only if cancelled (or never posted) on Monster.com, USAJOBS and no applicant has applied.

READY FOR APPROVAL

UNAPPROVE VACANCY

Publishing Options

Vacancy successfully posted to: USAJOBS.

Vacancy sent to USAJOBS on 07/14/2021 9:17:46 AM ET and is now accepting applications.

USAJOBS Control Number : 607489300

☐ Unpublish on USAJOBS

UPDATE

PREVIOUS

EXIT

